

ASSISTANT TO THE CITY MANAGER

GRADE: 23

FLSA: EXEMPT

CHARACTERISTICS OF CLASS:

The Assistant to the City Manager performs difficult professional and administrative work involved in the assigned functions of the City Manager's office and other areas of the Municipal Government, including information and problem analysis, resolution and project administration. The work is subject to functional policies and goals under the general managerial direction of the Assistant City Manager and the City Manager. The incumbent has regular contact with individuals within and outside the City government and must use considerable tact, discretion and persuasion. The position requires limited physical demands. There is some stress involved in handling sensitive situations and the incumbent works with others on projects related to program development and service delivery.

EXPECTATIONS OF ALL CITY EMPLOYEES:

- Learn and demonstrate an understanding of City, department, division and team goals.
- Serve and meet the needs of customers during routine or emergency situations.
- Ability and willingness to work as part of a team, to demonstrate team skills and to perform a fair share of team responsibilities.
- Ability to assess his/her work performance or the work performance of the team.
- Plan and organize his/her work, time and resources, and if applicable that of subordinates.
- Contribute to the development of others and/or the working unit or overall organization.
- Produce desired work outcomes including quality, quantity and timeliness.
- Communicate effectively with peers, supervisors, subordinates and people to whom service is provided.
- Understand and value differences in employees and value input from others.
- Consistently report to work and work assignments prepared and on schedule.
- Consistently display a positive behavior with regard to work, willingly accept constructive criticism and be respectful of others.

EXAMPLES OF DUTIES:

- Provides staff support to the Assistant City Manager and the City Manager on various regional, state, federal issues in order to provide information and influence decisions for the benefit of the City.
- Manages and coordinates the Performance Measurement Program.
- Coordinates inter-governmental affairs efforts and legislative priorities and serves as City liaison, while tracking and monitoring areas of concern to the City.

- Works directly with department heads and others to determine courses of action; performs a variety of research concerning assigned municipal problems; gathers information from departments and other sources and completes written reports.
- Supervises the City Management Intern providing guidance and direction for long term development and may supervise the work of other staff as assigned.
- Prepares and manages the development and oversight of the City Manager's department budget under the direction of the Assistant City Manager.
- Assists in the preparation of the Annual City Budget, Capital Improvement Program, and other projects as assigned.
- Designs public processes to help facilitate the implementation of capital projects and assists with the administrative details while analyzing and evaluating current and upcoming projects.
- Provides direct support and advice to departments for the implementation and management of City projects.
- Plans, schedules and coordinates the Mayor and Council and staff retreats in collaboration with the City Manager and Assistant City Manager.
- Assists in the research, development, analysis and interpretation, and implementation of best practices used in City policies and procedures.
- Writes and edits material for City publications.
- Serves as liaison between the City Manager's Office and other public entities; handles arrangements for retreats, meetings, banquets, seminars and other special events.
- Provides leadership for training and organizational development in collaboration with the Assistant City Manager.
- Responds to inquiries from the public and City officials regarding City issues, functions, ordinances and procedures and explains City ordinances and policies
- Acts as staff liaison to Boards and Commissions or other citizen groups as assigned.
- Performs other duties as required.

QUALIFICATIONS:

Required Training and Experience:

Any combination of training and experience substantially equivalent to graduation from an accredited college or university, with a Master's degree in Public Administration or related field, and two years of professional public sector administration experience, preferably in local government. Must have word processing and spreadsheet experience and possess an appropriate driver's license valid in the State of Maryland.

Preferred Knowledge, Skills, and Abilities:

- Knowledge of the principles of public administration.
- Knowledge of local government organization and administration

- Knowledge of the literature and sources of information available concerning a wide variety of municipal problems and specialized fields, and of the techniques and best practices useful to analyze and report on such problems.
- Knowledge of principals and practices of citizen participation.
- Ability to express ideas clearly and concisely, orally and in writing, to groups and to individuals.
- Ability to handle a variety of often-complex assignments concurrently.
- Ability to carry out special and continuing assignments requiring organization of material, development of procedures and execution of programs.
- Ability to function as a team leader and team member.
- Ability to quickly understand a variety of issues such as highly technical engineering problems and various processes.
- Ability to establish and maintain effective working relationships with department heads, employees and the general public and to deal tactfully with such persons sometimes under contentious circumstances.
- Ability to work evenings and weekends on a regular basis.